

CONFIDENTIAL SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 14 March 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #11
8 March - 14 March 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Management Training

(1) Basic Supervision #17 began on 12 March with 16 students, GS-12 - GS-14. Emphasis in this course is placed on the person-to-person dealings of the high level professional who functions part of his time as a supervisor.

(2) Basic Management #22, for GS-13 - GS-15, ended on 9 March, with 17 students. [] was thus released to carry the second week of Basic Supervision #16, which is still in session.

(3) Formal reports by the OSI, OCR, and senior ORR participants in the Management Conference have not yet been written, but a number of favorable comments have been made. The AD/SI, acting on the recommendation of [] OSI participant in the Conference, is planning an OSI Conference for AD and Area and Division chiefs this spring. Including a representative of the DD/I's office and one each from ORR and OCR, this would make a group of about 15 people. OSI has informally asked Management Training to consider presenting such a program the week of 14 May. No commitments have been made, pending discussion with the Operations School of the possibility of accommodating this group on these dates.

(4) [] attended several of the work sessions of the American Society for Public Administration. Some information of specific use in Management Training was reported on the control of leadership situations. Some of the sessions which should have been of most value proved disappointing.

b. Orientation and Briefing

(1) On Wednesday, 7 March, [] came aboard officially in the Orientation and Briefing Division.

(2) The Thirteenth Dependents' Briefing Program was concluded on 6 March. The "Bon Voyage" presentation was made by []

JOB NO. [] BOX NO. [] FLD NO. [] DOC NO. [] NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: [] RET. JUST. []
 NEXT REV DATE [] REV DATE [] REVIEWER [] TYPE DOC. []
 NO. PGS [] CREATION DATE [] ORG COMP [] OFI [] ORG CLASS []
 REV CLASS [] REV COORD. [] AUTH: HR 70-3

~~CONFIDENTIAL~~

~~SECRET~~

(3) Arrangements have been completed to compensate the two ladies who come in on alternate months to lecture at the Dependents' Briefing. In the future, it will be the responsibility of the Chief, OB, to initiate a memorandum each month reporting such lectures.

(4) [] Office of Security, requested the services of the Chief, OB, to brief a special group of Security personnel on the []

(5) This division has made long-range plans for the forthcoming Introduction and Departmental Briefings Programs. Agency Notice [] regarding temporary summertime employment of dependents of Agency personnel, will send numbers of individuals into our Introduction courses, which will compensate for any drop-off resulting from the application of ceiling restrictions.

c. Clerical Training

(1) During the week of 6 March, there were 42 people in Clerical Induction Training and 18 in Clerical Orientation Training.

d. Administrative Training

(1) The reproduction of [] Instructor's Manual was discussed with [] C/ISB/OTR, who advised that it is possible to reproduce the manual within ten days. [] who now has the original copy, has been informed of the desired plan to use the manual in the May course, and he will endeavor to make the necessary revisions in time to allow reproduction of the manual before that time.

(2) [] has been consulted about the need for retaining the new first week of Administrative Procedures. He is having [] SSA/DDS, make a survey of customer offices to determine the desirability of continuing this additional week, and will advise this office of his findings.

e. Basic Orientation

(1) Arrangements have been made for members of the staff to receive briefings on specific Agency components. Staff members will be briefed in FI/RI on 19 March and in OCR on 20 March. Additional briefings in FI/RQM, TSS, and other components will be arranged in the future as time permits.

(2) [] completed the Basic Management Course on Friday, 9 March.

CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~ ~~SECRET~~

25X1

(3) [] ISB/TR, has agreed to install map rails in the Auditorium for the hanging of Exhibit material.

25X1

(4) In line with their career development, the following instructors have been enrolled in training courses:

[]	- CWC	26 March - 20 April
	- CWC	26 March - 20 April
	Operations	4 June - 28 September
	- CWC	28 May - 22 June
	- OPS FAM	2 April - 11 May

25X1

(5) [] spoke at the Foreign Service Institute on Thursday, 8 March. His subject was "Communist Doctrine."

f. Personnel Notes

25X1

[] is on two weeks military leave.

[]

Chief, Basic School

25X1

~~CONFIDENTIAL~~

~~SECRET~~